

Classical Music Department

How to Get a Shift:

Ask for audition with CM director

1. Ability to pronounce is important -- composers, conductors, etc.
2. Knowledge of CM is not a prerequisite.
3. Preference is given to older members if ability as announcer is equal.

The CM Library:

Records are filed numerically by company's number in upper-right corner of record cover.

Records are obtained from record companies -- discount of 75¢ to \$1.50 because we are a radio station.

Occasional audition-promotion copies are free.

Classical Music Department

How to get a shift:

Ask for audition with OM director

1. Ability to pronounce is important -- composers, conductors, etc.
2. Knowledge of OM is not a prerequisite.
3. Preference is given to older members if ability as announcer is equal.

The OM library:

Records are filed numerically by company's number in upper-right corner of record cover.

Records are obtained from record companies -- discount of 75% to \$1.50 because we are a radio station. Occasional addition-promotion copies are free.

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SERIALS

THE JAZZ DEPARTMENT

I. Duties of the Jazz Director

1. The jazz director must see that all jazz shifts are filled
2. The jazz director must report programming specials to the public relations director for inclusion in the program guide published weekly by the PR department.
3. The jazz department head has responsibility for the jazz library. His job encompasses soliciting records from distributors, periodically back ordering from the labels to round out our collections with a retrospective library, seeing that new records are properly filed (see V below).

II. Policy on records in the Jazz Library

In general, the department is very hesitant to let records out of the library. Occasionally, a friend of a member of the department (who must also be a station member) is allowed to take one or two records out for a day or two. Currently, borrowing of records is permitted on a limited scale.

III. Procedure for transferring into the Jazz Department and Qualifications Necessary

1. Procedure. Merely speak to the jazz director. He will know if space is available in the department and will probably have specific instructions. If there is competition for shifts, he may require an audition tape from you.
2. Qualifications. Two things are called for: announcing and engineering competence, and knowledge of jazz.

INSTRUCTIONS FOR THE USER

1. The first step is to check the date of the document.

2. The second step is to check the name of the person who created the document.

3. The third step is to check the title of the document.

4. The fourth step is to check the subject of the document.

5. The fifth step is to check the location of the document.

6. The sixth step is to check the date of the document.

7. The seventh step is to check the name of the person who created the document.

8. The eighth step is to check the title of the document.

9. The ninth step is to check the subject of the document.

10. The tenth step is to check the location of the document.

11. The eleventh step is to check the date of the document.

12. The twelfth step is to check the name of the person who created the document.

13. The thirteenth step is to check the title of the document.

14. The fourteenth step is to check the subject of the document.

15. The fifteenth step is to check the location of the document.

16. The sixteenth step is to check the date of the document.

17. The seventeenth step is to check the name of the person who created the document.

18. The eighteenth step is to check the title of the document.

19. The nineteenth step is to check the subject of the document.

20. The twentieth step is to check the location of the document.

21. The twenty-first step is to check the date of the document.

22. The twenty-second step is to check the name of the person who created the document.

23. The twenty-third step is to check the title of the document.

24. The twenty-fourth step is to check the subject of the document.

25. The twenty-fifth step is to check the location of the document.

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IV. Presentation of a jazz show by a non-jazzie

If it is your own show and you merely want to offer jazz instead of your usual music, merely borrow the records for your show from the jazz library. If you want to do any special productions involving jazz, the jazz department will help. Specials shows, however, are the responsibility of the Productions Department, the director of which should be consulted first. This does not apply to taped specials intended to replace regular jazz programming.

V. The Jazz Library

The library is located at the far end of the general record library next to the CM section. Exact record filing procedure is posted inside the doors of the library, but in general, stereo records are filed alphabetically on the top shelves and are indicated by alternate red and white tape on the album spine. The letter under which the record should be filed is indicated on the top left corner of the jacket. Mono records are filed on the bottom shelves in the same manner but without any tape code. Jazz 78's and 45's are directly across from the library.

The file card index is located in the same section as the 78's and 45's. All types of jazz records are interfiled within the index, but the mono records are indicated by a "highlighted" title and the word "mono" written on the card. Similarly, 78's and 45's are indicated by having 45 and 78 written on the card.

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Procedures Book:

Folk Department:

Procedure for getting to do a Folk Show:

- 1) Talk to the Folk Director and convince him that you have an adequate knowledge of Folk Music.
- 2) Make a tape of yourself announcing records and present it to the Folk Music Director.
- 3) Once approved by the Folk Music Director, plan your show carefully---do not go into it cold.
- 4) You will be put on the air with respect to the other members of the Folk Department. (At present, Roots and Brances and Folk by Request come before Heritage).

Filing System for Folk records:

All folk records are contained in the old stereo Jazz Library (i.e., extreme left-hand door on the back wall of the Music Library), under the following system:

- a) Top three rows and left-hand compartment of the fourth row---alphabetical, as labeled.
- b) Center compartment of fourth row---tapes, 45's and files.
- c) Right-hand compartment of the fourth row---mono collections and 10" 33's.
- d) Left-hand compartment of the fifth row---stereo collections and unfiled records.
- e) Center and Right-hand compartments of the fifth row---country and western and slush folk.
- f) Stereo records are intermixed with mono ones, unless noted above.

Procedure for getting to the Folk Show:

- 1) Talk to the Folk Director and convince him that you have an adequate knowledge of Folk Music.
- 2) Make a tape of yourself announcing records and present it to the Folk Music Director.
- 3) Once approved by the Folk Music Director, then your show can be made---do not go into it cold.
- 4) You will be out on the air with respect to the other members of the Folk Department. (At present, Roots and Branches and Folk by Request come before Harveys).

Setting System for Folk records:

All Folk records are contained in the old stereo tape library (1.0.), and some left-hand foot on the back wall of the Music Library, under the following system:

- a) Top three rows and left-hand compartment of the fourth row---alphabetical, as labeled.
- b) Center compartment of fourth row---James, 45's and 75's.
- c) Right-hand compartment of the fourth row---mono collections and 10" 75's.
- d) Left-hand compartment of the fifth row---stereo collections and related records.
- e) Center and Right-hand compartments of the fifth row---country and western and other Folk.
- f) Stereo records are intermixed with mono ones, unless noted above.